

# Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

Template Key	<div data-bbox="237 232 478 337"> <p>Start/ End</p> </div> <div data-bbox="520 256 1050 313"> <p><b>Start/End</b> - Indicates point at which the process begins or ends. Does not represent any activity.</p> </div> <div data-bbox="254 375 459 526"> <p>Decision</p> </div> <div data-bbox="520 399 1071 480"> <p><b>Decision</b> - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.</p> </div> <div data-bbox="268 545 468 699"> <p>System Activity</p> </div> <div data-bbox="520 597 1064 654"> <p><b>System Task</b> - Represents an individual step or activity in FISCAL.</p> </div> <div data-bbox="275 732 468 876"> <p>Manual</p> </div> <div data-bbox="520 740 1085 797"> <p><b>Manual Task</b> - Represents an individual step or activity in the process that is made out of FISCAL.</p> </div> <div data-bbox="233 917 464 1050"> <p>Input</p> </div> <div data-bbox="520 914 1058 995"> <p><b>Input Documents</b> – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.</p> </div> <div data-bbox="1188 240 1272 326"> <p>A</p> </div> <div data-bbox="1400 240 1971 345"> <p><b>Connector</b> - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.</p> </div> <div data-bbox="1140 371 1320 477"> <p>Interface</p> </div> <div data-bbox="1390 418 1883 475"> <p><b>Interface</b> – Data conversion from one electronic system to another.</p> </div> <div data-bbox="1138 519 1331 667"> <p>Batch Process</p> </div> <div data-bbox="1396 524 2070 609"> <p><b>Batch Process</b> - Represents a batch process within FISCAL. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.</p> </div> <div data-bbox="1176 716 1293 738"> </div> <div data-bbox="1396 709 1539 738"> <p><b>Flow Arrow</b></p> </div> <div data-bbox="1138 758 1375 925"> <p>Intra Integration Process</p> </div> <div data-bbox="1390 805 1953 859"> <p><b>Intra Integration Process</b> - A input or Output to some other process within the same capability</p> </div> <div data-bbox="1127 954 1365 1097"> <p>Output</p> </div> <div data-bbox="1413 979 1999 1060"> <p><b>Output Documents</b> - An electronic document that is created by the process and can be printed (for example – any kind of report).</p> </div>
Role	<p>Swim lanes used to indicate which user role has <u>primary responsibility</u> for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.</p>

## R3 – Enter and Maintain Receivables

